

**WESTERN RESERVE MUNICIPAL CLERKS ASSOCIATION**  
**November 3, 2011**

President Jennell Dahlhausen called the meeting to order with the following members present: Lisa Benedetti, City of Mayfield Heights, Jennell Dahlhausen, Village of Burton, LaVette Hennigan, City of Ashtabula, Tiffany Mekeel, Village of Middlefield, Loretta Radebaugh, City of Willoughby and Danielle Romanowski, Village of South Russell.

**MESSAGE FROM THE PRESIDENT**

Ms. Dahlhausen stated the Ms. Hakola would not be attending today's meeting. She needs to take her sister to the doctors. Ms. Dahlhausen stated that Ms. Betsa's mother in law passed away. Ms. Mekeel stated that she would handle getting a sympathy card to Ms. Betsa.

**APPROVAL OF MINUTES**

Minutes of September 8, 2011 were presented for approval. President Dahlhausen moved to approve the minutes of the September 8, 2011 and Ms. Hennigan seconded. By voice vote, all members approved.

Minutes of October 3, 2011 were presented for approval. Ms. Mekeel moved to approve the minutes of the October 3, 2011 and Ms. Romanowski seconded. Ms. Hennigan questioned if a resolution was made on the meetings. When and how often we would meet. President Dahlhausen stated that she was leaving the current meetings as schedule and leaving it to the 2012 president to decide the meeting schedule. Most of the members that participated in the email survey wanted the meeting to be held monthly. By voice vote, all members approved.

**TREASURER'S REPORT**

No report given due to Rosie Hakola, Village of Grand River's absence.

**OLD BUSINESS**

Lengthy discussion was held about meeting dates, why members aren't able to attend monthly meetings and economic times possibly being an issue.

**NEW BUSINESS**

1. 2012 Officers – President Dahlhausen stated that she received the following list of officers for the 2012 year. Ms. Hennigan as president, Ms. Benedetti as vice president, Ms. Mekeel as secretary and Ms. Hakola as treasurer, should she accept. President Dahlhausen stated that she would contact Ms. Hakola to verify she would be the treasurer for the 2012 year.
2. Holiday Donation Ideas – Ms. Hennigan stated she would like to rethink the use of the holiday donation. She suggested that money be given those who are working on their CMC certifications to help cover the cost. The members present said thought maybe they would still donate, but a smaller amount than in past years and Ms. Radebaugh suggested a donation to the food bank. Ms. Benedetti agreed. Ms. Hennigan mentioned a small organization based out of Ashtabula, G.O. Ministries. They are a non-profit organization established in 1999 that provides food, clothing, household items, and other essential humanitarian assistance to people. Their services are administered in a family friend atmosphere of genuine Christian love and concern, preserving and uplifting the dignity of those who themselves in need. Ms.

Hennigan moved to approve a \$250.00 donation to G.O. Ministries and Ms. Mekeel seconded. By voice vote, all members approved.

3. Holiday Gathering – President Dahlhausen stated she would send an email to all members and get opinions on when and where to hold the 2011 holiday gather.

### **Adjournment**

The meeting was adjourned to a presentation by Ken Folsom, Geauga County Department of Emergency Services.

Approved: January 23, 2012

Tiffany Mekeel

Tiffany Mekeel  
Secretary

LaVette E. Hennigan

LaVette E. Hennigan, MMC  
President